USER'S MANUAL

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INTERNET BANKING FOR COMPANIES AND SMALL BUSINESSES

ASSIGNING OF A TOKEN TO A USER AND GIVING OF AUTHORISATIONS

Tokens are issued to corporate customers without being assigned to a person who is to use the token for OTP bank internet banking. The Bank assigns the user registration data only for the token with the highest authorizations. For the other users of tokens with lower authorizations than the user of main token (or main smart card) to be able to use the internet banking service, the user holding the token with the highest delegated authorizations shall:

- Assign the name and surname of the employee to the serial number of the token
- Assign the authorization for on-line transactions, separately per transaction

1. Assigning of the token to the user

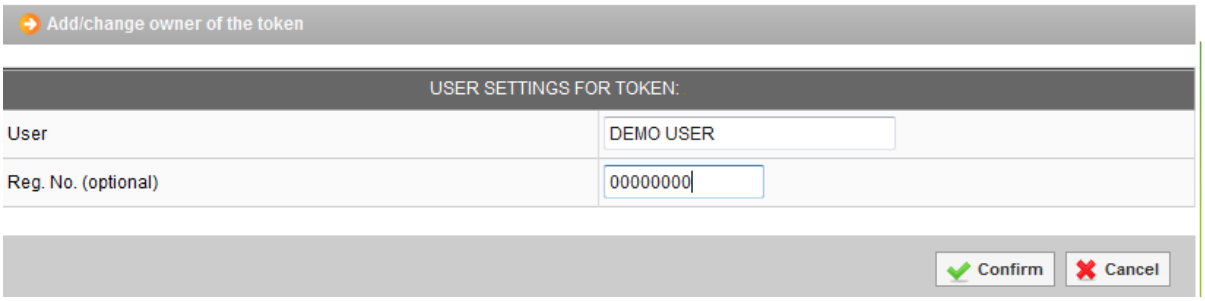
Token user with the highest authorizations of the corporate customer shall activate all the additional tokens. The first step is assigning of the token to a user. After entering the transaction for assigning of authorizations, all the tokens of the corporate customer will be shown on the screen as it is shown in the following example:

User	Add/change user	Token No.	Token type	Authorization distribution
DEMO TVRTKA D.O.O. - HR1824070001100000002				
User not assigned(*)	Add token to the user	00000001	Additional	
DEMO KORISNIK	Change user of the token	00000002	Supervisor	With all authorizations

Picture 1. List of users and tokens

Token user with the highest authorizations with the selection of the option “Add token to the user” activates the token and assigns the user to the additional token (Picture 1.).

After choosing the option „Add token to the user“ the screen will show two fillable text boxes in which user enters the name of the additional token user and his registration number (Picture 2.).



Picture 2. Assigning the user to additional token

After the necessary data have been entered in text boxes and confirmed by clicking on the „Confirm“ button the display will show the message “Information for token were successfully authorized”.

If there is a need to change the users, you use the same transactions with the option "Change user of the token".

Assigning the user to the additional token the token becomes active but still not ready to do online transactions. Token user with the highest authorizations needs to grant the authorizations to the additional by choosing the transactions from the list so additional token user can do online transactions.

1. Authorization distribution

After assigning the user to additional token on the screen in the transaction “Authorization distribution” in the column “Authorization distribution” the option for granting authorizations will became visible (Picture 3.)

User	Add/change user	Token No.	Token type	Authorization distribution
DEMO TVRTKA D.O.O. - HR1824070001100000002				
DEMO KORISNIK	Change user of the token	00000001	Additional	Authorization distribution
DEMO KORISNIK	Change user of the token	00000002	Supervisor	With all authorizations

Picture 3. Authorization distribution

By clicking on the option” Authorization distribution” a list of transactions (Picture 4) is shown on the screen. With this option you can ungrant authorizations for user.

Overview/update of authorizations << Back

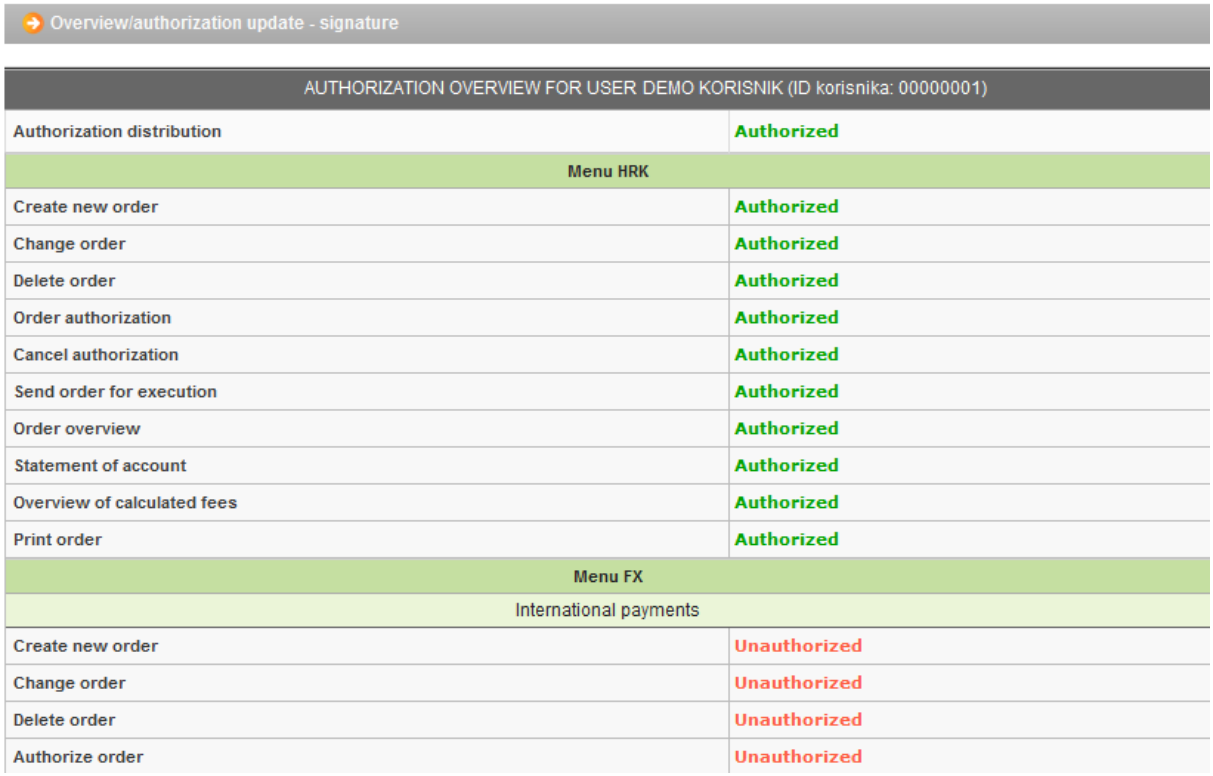
Select all

AUTHORIZATION OVERVIEW FOR USER: DEMO KORISNIK (ID korisnika: 00000001) AUTHORIZATIONS FOR ACCOUNT: HR1824070001100000002	
Authorization distribution	☑
Menu HRK	
Create new order	☑
Change order	☑
Delete order	☑
Order authorization	☑
Cancel authorization	☑
Send order for execution	☑
Order overview	☑
Statement of account	☑
Overview of calculated fees	☑
Print order	☑
Menu FX	
International payments	
Create new order	☐
Change order	☐
Delete order	☐
Authorize order	☐
Print order	☑

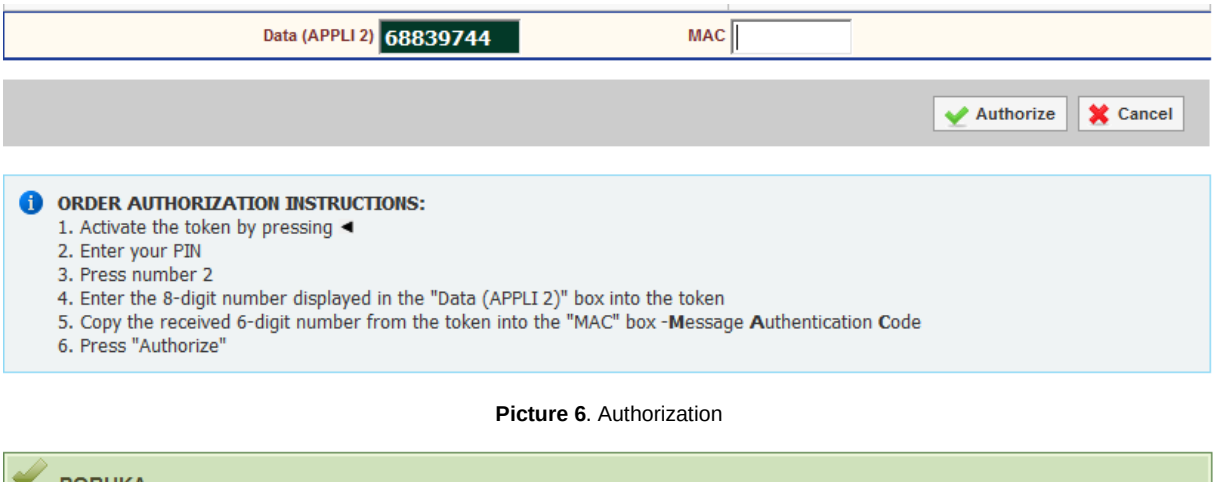
Picture 4. List of transactions

By selecting an individual transaction (click on the small square box on the right side of the transaction) or by clicking on the option “Select all” and then *“Confirm”* (at the bottom of the list of transactions), you have initiated the process of granting authorisations to an additional user (Picture 4.). After that, the display will show a list of all transactions with the status of

authorizations (authorized / non-authorized) as shown on Picture 5. By clicking on the option "Confirm", on the new display is open for entering PIN (Picture 6.). After the PIN is entered (main card) and authorizing the chosen options the message "authorizations entered successfully" appears (Picture 7.), the additional card is ready for use.



Picture 5. List of all transactions with the status of authorisations



Picture 6. Authorization

Picture 7.

2. Combined use of smart cards and tokens

In case then client has combine use of smart card with the highest authorizations assigning token to the user works the same way as described previously in this manual.